

Minutes of the Finance Committee

Wednesday, September 3, 2008

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Steve Wimmer, Pamela Meyer, Jean Tortomasi, and Jim Heinrich. Rob Hutton arrived at 8:38 a.m.

Also Present: Chief of Staff Mark Mader, Budget Manager Keith Swartz, Jail Administrator Mike Giese, Correctional Facility Manager Meg Schnabl, Inspector Steve Marks, Senior Financial Analyst Lyndsay Johnson, and Administration Director Norm Cummings. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of August 20, 2008

MOTION: Tortomasi moved, second by Wimmer to approve the minutes of August 20. Motion carried 6-0.

Schedule Next Meeting Dates

September 8 (joint meeting); September 17

Hutton arrived at 8:38 a.m.

Six Month Report on General Funds

Swartz reviewed his report entitled “6 Months – 2008 Budget Monitoring Summary Report – General Fund Operations.” Swartz said expenditures at the end of the second quarter (year-to-date) of 2008 were \$44.7 million versus \$42.4 million for the same time period in 2007. Year-to-date expenditures were 46% of the 2008 budget versus 48% of total 2007 actuals on a higher 2008 expenditure base. Swartz noted that comparing this year’s spending with last year’s is a little deceiving because 2008 was a leap year. Year-to-date revenues were \$16.1 million versus \$16.0 million for this same time period in 2007. Revenues were at 40% of the 2008 budget versus 42% of total 2007 actual revenues. Swartz advised of likely fund transfers prior to year-end for Administration, Public Works, Circuit Court Services, Medical Examiner, Sheriff, the Aging & Disability Resource Center, Public Health, and Parks & Land Use.

Annual Update on Grant/Sunset Positions

Swartz reviewed his report entitled “Sunset Position Changes from the 2007 Annual Report as of August 2008.” Swartz said the majority of the sunset positions are in Health & Human Services and the Aging & Disability Resource Center. There are a total of 60 full-time, 10 part-time, and 6 temporary extra help positions. Sunset positions are funded by grants and if the grants are reduced or eliminated, the positions are reduced or eliminated accordingly.

Discuss Waukesha County Sheriff’s Department, Jail Division, Staffing Analysis Final Report of June, 2008

Giese, Marks, and Schnabl were present to discuss this issue as outlined in the report. Giese said while going through the jail expansion process they identified the need for an additional 24 correctional officers. They instead received funding for 17 new positions and three were re-funded

that had previously been unfunded. They were also given the authority to hire four overfill positions which was one additional overfill more than originally authorized. However, overfill positions are unfunded positions, not permanent, and are used to address staff shortages. When the facility opened in 2005 they were four positions short and they immediately became crowded. Therefore, areas earmarked for other purposes had to be used for regular inmate purposes. Also, transporting inmates long distances for court has used, and continues to use up, quite a bit of staff time. In 2006 for the 2007 budget they requested eight additional positions, four of which were to make them whole from the previous request. Those requests were denied due to a lack of funding although there were also indications from some supervisors and county staff that those positions were not needed.

Giese said he contacted the National Institute of Corrections who performed a federally funded study which looked into the internal operations and assessed needs and demands placed on the operation. They also provided on-site training which included involvement by outside agencies, jail staff, and County Board (Paulson, Morris, Mader), Administration (L. Johnson) and Human Resources (Zastrow, Radmer) staff. The primary reasons for involving other County departments were to keep it unbiased and so there would be a heightened level of awareness and trust. Giese noted the training was superb. Staff have spent almost 2,000 hours so far on this examination. It included a full department-wide review of staff efficiencies and impacts on staffing whereby Giese explained the formula used. Staff made many changes based on the study recommendations although other changes would need funding and some would have to be capital projects.

The report identifies the need for eleven new positions which covers all facilities. Currently, one floor at Huber is closed and opening this would require a couple more positions. Giese said they have obligations as part of their job function to identify resources they need to do their jobs. Once they are identified, it is their responsibility to bring them forward regardless of funding.

Giese advised of the many factors that impact the level of staffing needs. Not only are they seeing more people in jail but they have more serious issues – severe physical and mental issues as well as drug and alcohol issues – all of which take up a lot of staff time.

Zaborowski said he supports their efforts and considers himself an ally to the department. Tortomasi referred to DOC administration code violations and asked about consequences? Giese said long term, it would be the liability exposure. While the DOC works with law enforcement agencies to get them into code and we won't get shut down if there are violations, it sets a terrible tone for the County. If the DOC detects a violation and it is never acted on and something happens to an inmate such as injury or death, we would be subject to legal action.

Giese noted that electronic monitoring (EM) was needed after eight position requests made during the budget process were denied. Because of the critical nature of the county jail, the fourth floor of the Huber facility was shut down and select inmates were released. Those positions were sent to the main jail to fill the void there. He noted that the sheriff does not truly philosophically support EM but he felt it was necessary. Marks advised there are efforts on the state level to mandate jail time for 4th time OWI offenders. This would result in a huge need for additional jail space and staff. This would be far reaching and more staff would also be needed in the courts and the District Attorney's Office.

Haukohl asked if the Huber floor remains closed, how many total additional correctional officer positions would be needed. Schnabl said three to four just for the jail facility. To answer Hutton's question, staff went on to explain the criteria the sheriff uses to determine which inmates can be released on EM. Hutton asked if there are any current inmates that fit that criteria and who could be released on EM whereby Giese said no which he explained further.

Annual Report on County Equalized Property Values

Cummings distributed copies of "Key 2008 Equalization Statistics for Waukesha County," "Statement of Changes in Equalized Values – Department of Revenue by Class and Item," and a press release from the Wisconsin Department of Revenue entitled "State Real Estate Market Shows Slight Growth." Cummings also distributed information on county rankings for equalized value.

Cummings said the county's tax base is just over \$53 billion (includes tax incremental districts), an increase of 2.05% or \$1.1 billion from the 2007 equalized value. He noted that when a municipality creates a TID, the county tax on the new/increased value goes into a special fund to pay for projects. While the TID is in existence, the county does not get this money so it cannot be included in our tax base. About \$1 billion of our tax base is TID's. Three TID's dissolved in 2008 adding to the county tax base for the 2009 budget a total of \$138.4 million.

Cummings advised this is the lowest equalized value increase in 22 years. Waukesha County's rank among all other Wisconsin counties was very low this year at 62. We usually rank high and this lower rank is due to a rough housing market. Cummings said we saw a fairly good inflationary increase this year in commercial, albeit a smaller portion of our tax base, of about \$215 million. This is fairly good for this kind of economy. Also, the amount of new construction is fairly good. Manufacturing is status quo and has been for many years at just over \$1 million. Agriculture is now a very small part of our tax base. Taxable personal property went up \$30 million which Cummings said was "okay."

Update on Tax Incremental Financing Districts

Cummings distributed copies of, and discussed, "Net New Construction 2007-2008," "Waukesha County 2008 County Apportionment (all property) 2008 Equalized Value Reduced by TID Value Increment," and "Section V Economic Feasibility Study." Cummings gave updates on current TID's as outlined in various handouts for TID #16 and TID #18 in Waukesha, TID #7 and TID #8 in Menomonee Falls, and TID #4 in Hartland.

Future Agenda Items

- Jail Tour (Haukohl)
- Hold a future meeting at the ADRC (Haukohl)

MOTION: Wimmer moved, second by Hutton to adjourn at 12:09 p.m. Motion carried 7-0.

Respectfully submitted,

Approved on: _____

Pamela Meyer
Secretary